

Guidelines for placement of bar codes on assets:

Note: General rule is to apply the bar code in the front, lower left corner or inside a front drawer or door to allow easy access during inventory scanning. Most large items are placed in close proximity of other large items and cannot be moved to access the bar code placed in the back or side of the asset.

1. Computer CPU's, printers, scanner, and basic equipment: upper left side.
2. Wood and metal shop equipment: as close to the serial number as possible.
3. Fireproof file cabinets: Front, lower left corner.
4. Land, buildings, vehicles, some athletic equipment (i.e. wrestling mats, football sleds etc.), playground equipment and other such assets as identified will be maintained on a property card. Contact the Fixed Asset Coordinator for guidance.
5. Equipment, furniture and other assets inside pedestal or as appropriate.
6. Kitchen or shop equipment: front, lower left corner or inside front cabinet door or drawer. (Cleaning solvent can eventually strip the magnetic fields/numbers on the bar codes.)

General tips/tools used during the inventory process.

1. Proper dress attire is required to prevent possible tears, snags, soiling or staining that may result from activity such as climbing, crawling around or moving equipment.
2. Carry tools such as a pocket mirror and small light for locating and scanning the bar code. The bar code may be hidden or inaccessible due to the assets location or surrounding equipment that cannot be moved.
3. Proper identification is required for personnel performing inventory for security reasons.
4. Proper notification to personnel of scheduled inventory will be necessary for the following reasons: security, removal of personal items, availability of staff or access locked facilities, as well as, for informational purposes to expedite the inventory process. (It could become time consuming if inventory personnel have to stop and explain the process at each location.)